

## 5. Registering Your Business

If you plan on operating your business as a “Sole Proprietor” you will need to obtain a D/B/A (Doing Business As) certificate from the City of Lowell. D/B/A applications can be obtain [online](#) or at the City’s Clerks Office. Applications can be submitted in person or via mail. To file a business certificate in person at the City Clerk’s Office, each owner listed on the business certificate must be present, and show some form of State issued identification such a valid driver’s license. There are Notary Public’s at the City Clerk’s Office that can notarize the owners’ signatures. You will receive one certified copy at the time of filing. To file a business certificate by mail, fill out the form(s) available [online](#) in duplicate completely **in black ink**. Each owner listed on the business certificate must then sign **in black ink** in the presence of a Notary Public. In addition to the application, a Workers Compensation Insurance Affidavit and copy of certificate of insurance is required if you are hiring at least one (1) employee. The application fee is \$30.00. The City accepts checks or money orders via mail, and checks, money orders or cash in person. Checks should be made payable to the “City of Lowell”. The D/B/A certificate will then be issued and valid for 4 years. For more information:

### City of Lowell Clerk’s Office

375 Merrimack St., 1<sup>st</sup> Floor

Lowell, MA 01852

(978) 674-4161

<http://www.lowellma.gov/cityclerk>

M-F, 8:00 AM -5:00 PM

If you are planning on filing your business as a corporation, as a Limited Liability Company (LLC), or Limited Partnership (LP) you’ll need to register with the MA Secretary of the Commonwealth’s Corporations Division. For information and forms, [click here](#)

### Secretary of the Commonwealth Corporations Division

McCormack Building

One Ashburton Place, 17th floor

Boston, MA 02108

617-727-9640

Fax: 617-742-4538

Email: [corpinfo@sec.state.ma.us](mailto:corpinfo@sec.state.ma.us)

If you’re not sure how to choose your business’ structure or for more information on the various business organizations please check the [SBA’s Guide for Businesses’ types](#):